

9 December 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Systems Analysis Staff  
Chief, Regulations Control Staff

SUBJECT : Requirements for Summer Employees in 1975

1. It is requested that you forward to this office by 20 December 1974 your listing of "Summer-Only" requirements for the summer of 1975. In your submission, please include in sufficient detail, descriptions of the work the summer employees will be doing so that we can use it as a guide in determining where the "Summer-Only" employees might best be utilized.

2. For your information, the Director has instructed that all "Summer-Only" employees, regardless of sex, will have the opportunity to be considered for any position or category of position, and that offices will omit designation of male or female incumbency unless they have a particular requirement for which they can justify such a limitation.

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3. If you have any further questions regarding the "Summer-Only" Program, please call me [REDACTED]

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[REDACTED]  
Career Management Officer  
Deputy Director for Administration

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Mr. [REDACTED] said that SD has replied  
to this.

jv